.07 Projecting Income - Changes are Anticipated - Changes in Rate of Pay

When a change in the rate of pay occurs, and the work hours DO NOT vary, complete the following on the appropriate income screen:

- Key the gross income (g) received and the anticipated changes in income for the benefit month.
- Key the appropriate Frequency Code.

For ongoing months, project the income using the anticipated changes in income.

When a change in the rate of pay occurs, and the work hours normally vary, complete the following:

- Total the number of hours in the prior 30-day period.
- Divide the total hours by the number of pay periods the hours cover to obtain the average hours per pay period.
- Drop the third number after the decimal point of the average hours per pay period.
- Key the following on EAIC for the benefit month:

  The appropriate Frequency Code.

  The known gross income received.

  The anticipated changes in income as follows:

  - The date of the first check, with the new hourly rate, in the DATE PAID field.
  - The average of the hours worked per pay period in the HOURS field.
  - The new hourly rate of pay in the HR. RATE field.

For ongoing months, project the income using the anticipated changes in income.

(See Example Change in Rate of Pay)